



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support

Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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BWSP OPERATIONS MEMO

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Non W-2 ☐ **W-2** ☐ **CC** ☒

PRIORITY: High

SUBJECT: CAREGIVER BACKGROUND CHECK UPDATE

CROSS REFERENCE: Child Day Care Manual, Chapter 4, 2.4.1.

EFFECTIVE DATE: May 1, 2000

PURPOSE

This memo:

- Alerts you to the \$2.50 per person fee increase to complete a caregiver background check.
- Informs you that Department of Justice (DOJ) record checks can now be completed through the internet.

FEE INCREASE

The fees required to complete a caregiver background check will increase \$2.50 per person effective May 1, 2000. The new fees, for each type of agency, are:

1. Nonprofit organization = \$ 4.50 per person
2. General public = \$ 15.50 per person
3. Government agency = \$ 7.50 per person

The DOJ will have the revised record request forms that show the new rates available on the web by April 17, 2000. The record request forms can be found at

[<www.dhfs.state.wi.us/caregiver/forms/index.htm>](http://www.dhfs.state.wi.us/caregiver/forms/index.htm)

RECORD CHECK THROUGH THE INTERNET

Record checks can now be requested through the DOJ website. An agency must have an account and a PIN in order to request a record check through the website. An agency may obtain an account by completing the Wisconsin Criminal History Account Application form DJ-LE-251. Once an agency has an account with DOJ, a PIN can be requested in writing to DOJ on agency letterhead. The request for a PIN should be sent to:

Crime Information Bureau
Attn: Record Check Unit
PO Box 2688
Madison WI 53701-2688

Currently, only 1 name can be entered at a time. This means that if a caregiver background check is requested, the "return to" data information must be entered for each individual record request.

When a caregiver background check is requested through the web, the IBIS (Department of Health and Family Services portion of the caregiver background check) will be completed and mailed to the agency requesting the check.